

*Be a Leader! It's All the Buzz!*

*Financial Monitoring Updates*

Created and Presented by:  
Lynn Banks  
Jean Fecteau  
Linda Johnson-Spence

# Objectives of the Session:

- Understand the PY2019 monitoring and report process
- Share highlights noted during py2018-19 monitoring
- Be aware of the October 2018 DOL guidance on the indirect cost rate and cost allocation plan and June 2019 Workforcegps.org monitoring guidance --- Framework for Monitoring and Oversight a Technical Assistance Tool

# The PY2019 monitoring process

- Monitoring assignments will not change for PY2019
  - Your current monitor will be the same for PY2019-20
  - Note this may change when new Manager is hired.
- Financial Review Guide remains the same as used in PY2018.
- Boards need to update and make changes to the guide with the PY2019 information.
- Monitors will be looking at a complete year, from the end date of last monitoring to the date of the PY2019 monitoring.

# The PY2019 monitoring process

- Important to note, we will not cite a finding that occurred prior year if agency is still in the corrective action process (date of transactions will be considered.)
- If similar transactions of non-compliance are noted after the date of the PY2018 monitoring letter it maybe a repeat finding.
- Please note that most issues are shared through the exit conference and/or provided via a telephone call prior to the report being shared in draft.
- Boards are encouraged to start the corrective action process as soon as possible.

# The PY2019 monitoring report process

1. Draft reports will be complete no more than 90 days after the exit interview (no change from our current process).
2. The monitor will review the draft report with the DWS Chief Operating Officer; then will send it to the WDB Director.
3. The WDB Director will notify DWS, within 5 business days, if a conference call on the draft report is desired.
4. During the conference call, we'll review any findings or observations with the Director. At this point, the Director can still offer any additional information that may impact the report.

# The PY2019 monitoring report process

4. If, following the call, the report needs to be amended due to new information, then we'll do that and resend it to the Director.
5. Following the call, the Director will have two weeks to discuss the report with Chief Elected Officials, or others, before the final report is distributed. (this begins a separate 30 day timeline for the formal response to the report).
6. If there's a questioned cost involved, we'll send the initial determination letter at the same time that we send the monitoring report. (this begins a separate 30 day timeline for the formal response to that letter).



# The PY2019 monitoring process

- Please note the additional step of a two week review by the Board does cause the process to be a bit longer but gives Boards the opportunity to communicate to Commissioners and the rest of the Board members before the official letter is sent.



# Highlights of the PY2018 Monitoring



- Process for documenting outreach purchases, obtaining quotes, purpose of purchase and documents to support purchases.
- Contractor monitoring should include reviewing the contractor's indirect cost rate and the way it is calculated and charged to programs.
- Process for documenting the steps in procurement of contractor services.

# Highlights of the PY2018 Monitoring

- Remember to always track each program separately, not comingling two program expenditures into one account.
- Escheating of unclaimed funds, include a policy in your financial policies and procedures manual.
- Remind your contractors and staff to upload **one** document at a time, eliminate multiple documents in one upload and naming file correctly as the document uploaded not as a number.



# United States Department of Labor Employment and Training Administration



- **October 2018 Release by DOL**

## **A Guide for Indirect Cost Rate Determination**

<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/cost-determination/indirect-cost-determination-nonprofit-commercial-organizations>

Based on the cost principles of **2 CFR Part 200**, Subpart E & Appendix IV for Nonprofit Organizations, and FAR 31.2 for Commercial Organizations.

# United States Department of Labor Employment and Training Administration



## ■ June 2019- WorkforceGPS.org

### **Framework for Monitoring and Oversight a Technical Assistance Tool**

[https://grantsapplicationandmanagement.workforcegps.org/resources/2019/05/22/03/20/Framework\\_for\\_Monitoring\\_Oversight](https://grantsapplicationandmanagement.workforcegps.org/resources/2019/05/22/03/20/Framework_for_Monitoring_Oversight)

The Framework for Monitoring and Oversight was developed to help states setup and manage their monitoring systems. The tools in the framework will help states gauge their current setup and provide tools to help train new monitors.

# United States Department of Labor

## Employment and Training Administration

- eLearning Modules Series

- Overview Module: Framework for Monitoring and Oversight
- Element 1: Understand the Goals and Value of Monitoring and Oversight
- Element 2: Build Organizational Support and Capacity for Monitoring
- Element 3: Establish and Sustain Effective Partnerships
- Element 4: Conduct Data-Driven Analysis
- Element 5: Use Comprehensive and Current Monitoring Tools
- Element 6: Conduct Effective On-site Monitoring
- Element 7: Leverage Monitoring as a Tool for Continuous Improvement

# Questions?

